

**RESUME OF SREE**

[**SREE.352265@2freemail.comn**](mailto:SREE.352265@2freemail.comn)

|  |  |
| --- | --- |
| * CAREEAR OBJECTIVE: USE & APPLY MY 25 YEARS + EXPERIENCE IN ACCOUNTS AND LOGISTICS   MANAGEMENT TO ATTAIN A CHALLENGING POSITION IN A REPUTED ORGANISATION | |
| Professional Experience | * Comprehensive exposure to exacting demands under private management to major   Accounting, administrative work in production, retailing and related operations.   * Inter-personal relationship, successful coordination and rapport * High quality commercial correspondence skill * Commerce Graduate from India’s prime university * Honest, smart and Team Player * Day to day accounting, Preparation of Monthly Financials, Payroll, etc * Monitoring and Reconciling Branch Accounts. * Experience in Inventory and Accounting Management By using “Tally” and ERP based Software * Advanced Knowledge in MS Office |
| Career Path | Company: Elite Distilleries & Beverages Co, Thrissur  Designation: Manager - Accounts  Period: April 2016 to February 2017   * Responsible for coordinating day-to-day accounting, Audit Finalization and   administrative works |
| Career Path | Company: Technowave International LLC, Dubai, UAE  Designation: Accounts & Logistics Manager  Period: April 2005 to January 2016  Leading IT Solution Providers in RFID, Mobile Computing, Electronic Article Surveillance Systems and Auto ID products like Barcode Printers, Scanners, Portable Data Terminals and RFID Projects, with branches at Bahrain, Muscat and India and business partners in Saudi Arabia. |
| Duties & Responsibilities | * Liaisoning with the leading IT Solution providers like Datalogic, Zebra,   TYCO, TCS Instruments, Nordic ID, Pricer, etc.   * Communicating with principals regarding Product Availability, Pricing and updates * Preparing various reports, documentation, and paperwork for shipments including   Shipping schedules, Bill of Lading, Commercial invoices, Packing List ,  Certificate of Origin   * Liaising constantly with Freight Forwarders regarding manifests, the consolidation   of import shipments and number of containers requirement, availability and  Delivery Date   * Coordinate outbound shipping activities both nationally and internationally, Prepare necessary documentation, communicate shipping timelines and manage customer   shipping requirements and contacts |
| Career Path | Company: Elite Group of Companies, Kerala, India  Designation: Group Accountant  Period: Feb 1993 to March 2005  With Business Activities ranging from Distillery, Sea Foods, Flour Mill and Super Market   * Responsible for coordinating day-to-day accounting, Audit Finalization and   administrative works   * Handling Taxation Matters, Banking, reconciliation of books of major parties * Inter-personal relationship, successful coordination and rapport * Follow up with suppliers for materials availability for Super Market and Distillery requirements * Filing of statutory returns, computation of statutory levies * Follow-up of receivables, purchases, etc * Daily verification of consumption and yield of output and preparing variance report |
| Career Path | Mohan & Mohan Associates, Chartered Accountants, Thrissur, Kerala  Designation: Senior Audit Manager  Period: Feb 1990 to Jan 1993   * Conducting audit of trading and manufacturing firms, Insurance Companies, Bank Audit and Societies * Filing of statutory returns of individuals and Companies * Reporting to Managing Partner |
| Career Path | Varma & Varma, Chartered Accountants, Thrissur, Kerala  Designation: Audit Accountant  Period: July 1989 to Jan 1990.   * Preparation of financial Statements, audit of trading and manufacturing firms, * Filing of statutory returns of individuals and Companies * Reporting to Managing Partner |
| Academic Qualification | * **Bachelor of Commerce**  University of Calicut, Kerala, India |
|  |  |
| Reference: | Available on request |